

THE TOWN OF BRANFORD, CONNECTICUT

-and-

**UNITED PUBLIC SERVICES EMPLOYEES UNION,
LOCAL #010**

PARKS AND RECREATION AND CUSTODIANS

Expires June 30, 2016

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THE TOWN OF BRANFORD
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ARTICLE 1
PREAMBLE

The welfare of the Town of Branford and its employees is dependent upon the quality of service the Town renders the public. Improvements in this service, as well as productivity and efficiency, are promoted by willing cooperation between the Town management and the organization of its employees. An obligation rests upon the management, upon the Union and upon each employee to render honest, efficient and productive service. The spirit of cooperation between the management and the Union, and the employees represented thereby, being essential to efficient operation, all parties will so conduct themselves to promote this spirit.

Whenever the masculine or feminine gender is used in this Agreement, it shall be construed to refer equally to either sex.

ARTICLE 2
RECOGNITION

- 2.0 All regular employees of the Parks and Recreation Department, including custodians in the General Government Buildings Department, who work twenty (20) hours or more per week, excluding seasonal employees, the Director and the Assistant Director of the Parks and Recreation Department, the Capital Projects Manager of the General Government Buildings Department, the Tradesman in the General Government Buildings Department, and the Administrative Assistant in the General Government Buildings Department.
- 2.1 All regular employees of the Parks and Recreation Department and custodians in the General Government Buildings Department who work at least twenty (20) hours per week in the bargaining unit (excluding seasonal employees, the Director and the Assistant Director of the Parks and Recreation Department, the Capital Projects Manager of the General Government Buildings Department, the Tradesman in the General Government Buildings Department, and the Administrative Assistant in the General Government Buildings Department) shall, as a condition of employment, become within thirty (30) days from the signing of this Agreement, or from the date of their employment in this bargaining unit, members of the Union in good standing, in accordance with the Constitution and By-laws of the Union, during the term of this Agreement or extension thereof, or pay an agency fee. The agency fee shall be established by the Union in accordance with law.

- 2.2 Employees who fail to comply with this requirement shall be discharged by the employer within thirty (30) days after receipt of written notice to the Town from the Union.
- 2.3 The Union shall indemnify, defend and hold the Town harmless for any claims arising out of this Article.

ARTICLE 3

DUES CHECK OFF

- 3.0 The Town agrees to deduct from the paycheck of each employee who has signed an authorized payroll deduction card, a sum certified by the Secretary or other authorized official of the Union, which are Union dues. Deduction will be made from the payroll period periodically as specified, and total dues shall be forwarded by the Town to the office of Local 010, UPSEU. Deduction shall be made the last week of each month, except where the employee is not on the payroll of that week. The Town shall not be liable for any member's dues if he/she is not on the payroll during that specific deduction week. These deductions shall be for the length of the Agreement.
- 3.1 The Union shall indemnify, defend and hold the Town harmless for any claims arising out of this Article.

ARTICLE 4

MANAGEMENT'S RIGHTS

- 4.0 Except as otherwise modified or restricted by an express provision of this Agreement, the Town of Branford reserves and retains solely and exclusively, whether exercised or not, all the lawful and customary rights, powers and prerogatives of management. Such rights include but shall not be limited to establishing standards of productivity and performance of its employees; determining the objectives of the Town of Branford and the methods and means necessary to fulfill those objectives, including the creation or the discontinuation of services, departments or programs in whole or in part, the determination of the content of job classifications; the content of job classifications for newly created positions; the determination of the qualification of employees; the appointment, promotion, assignment, direction and transfer of personnel; the suspension, demotion, discharge or any other appropriate disciplinary action against its employees; the relief from duty of its employees because of lack of work; the establishment, modification or discontinuation of reasonable work rules; and the taking of all necessary actions to carry out its objectives in emergencies.

ARTICLE 5

SENIORITY

5.0 The length of continuous full-time regular service of the employee with the Parks and Recreation Department of the Town of Branford shall determine the employee's seniority. The seniority of custodians in the General Government Buildings Department shall be determined by the length of continuous full-time regular service as a custodian employed by the Town of Branford.

5.1 The principle of seniority shall govern in cases of transfer or promotion of Parks and Recreation Department bargaining unit employees within the Parks and Recreation Department so long as the senior employee is qualified (by skill, ability, past documented work performance, education and/or certification, and physical fitness to perform the job) for the transfer or promotion. Determination of "qualified" shall be made by the appropriate authority under the circumstances (department head, supervisor, human resources director or First Selectman). A determination of "not qualified" shall not be made on arbitrary, capricious or discriminatory grounds.

If the Town determines, in its sole discretion, that a promoted employee's work performance is unsatisfactory within the first ninety (90) calendar days in the new position, such employee shall be removed from the new position and may bump back into his/her prior position. Days lost from work for any reason beyond five (5) workdays during the ninety (90) calendar day probationary period shall not be counted as employment for purposes of computing the ninety (90) calendar day probationary period.

5.2 The principle of seniority shall govern in cases of transfer or promotion of General Government Buildings Department bargaining unit employees within the General Government Buildings Department so long as the senior employee is qualified (by skill, ability, past documented work performance, education and/or certification, and physical fitness to perform the job) for the transfer or promotion. Determination of "qualified" shall be made by the appropriate authority under the circumstances (department head, supervisor, human resources director or First Selectman). A determination of "not qualified" shall not be made on arbitrary, capricious or discriminatory grounds.

If the Town determines, in its sole discretion, that a promoted employee's work performance is unsatisfactory within the first ninety (90) calendar days in the new position, such employee shall be removed from the new position and may bump back into his/her prior position. Days lost from work for any reason beyond five (5) workdays during the ninety (90) calendar day probationary period shall not be counted as employment for purposes of computing the ninety (90) calendar day probationary period.

- 5.3 All new employees shall, for the first ninety (90) calendar days of their employment, be considered probationary employees. Days lost from work for any reason beyond five (5) workdays during the ninety (90) calendar day probationary period shall not be counted as employment for purposes of computing the ninety (90) calendar day probationary period. The probationary period may be extended for a period of sixty (60) calendar days in the sole discretion of the Town. Days lost from work for any reason beyond five (5) workdays during the sixty (60) calendar day extension shall not be counted as employment for purposes of computing the extension period. If retained after completion of the probationary period, these employees shall be placed upon the seniority list with seniority as of the first day of the probationary period. All such employees may be dismissed during the probationary period. With respect to all other matters, other than dismissal, probationary employees are covered by the terms of this Agreement and shall have access to the grievance procedure for the enforcement of their rights.
- 5.4 The Town shall prepare and maintain, subject to examination and correction by Union Representatives, a seniority list (unit wide) to record the status of each employee in the unit. The Union shall be provided with a copy of the seniority list and shall be notified of all changes. Each employee shall have the right to protest any error in his seniority status within fifteen (15) days of posting of the list or any error shall be deemed waived.
- 5.5 Seniority shall be lost for the following reasons: a) voluntary quitting; b) failure to return to work at the conclusion of an authorized leave; c) discharge for just cause.

ARTICLE 6

LAYOFF PROCEDURE – PARKS AND RECREATION DEPARTMENT

- 6.0 In the event of a layoff in the Parks and Recreation Department, the affected employee in the Parks and Recreation Department shall be given at least two (2) weeks notice in writing, and the order of layoffs shall be as follows:
- a) Part-time employees;
 - b) Full-time Probationary Employees (by seniority); and
 - c) Full-time Employees (by seniority).
- 6.1 If the Town of Branford determines that a layoff is required among full-time employees in the Parks and Recreation Department, said layoff will be in the position, as determined by the Town of Branford. The laid off individual may bump a less senior bargaining unit employee in the Parks and Recreation Department in a position in which (s)he is qualified to perform, as determined by the appropriate authority (department head, supervisor, Human Resource Director

or First Selectman) in the department where the individual will be assigned. A determination of "not qualified" shall not be made on arbitrary, capricious, or discriminatory grounds. An employee who "bumps" into a position pursuant to this section shall accept the current level of wages and benefits for that position.

- 6.2 Laid-off employees shall be subject to recall in inverse order of layoff for twelve (12) months from the date of layoff. A qualified laid-off employee, as determined by the appropriate authority (department head, supervisor, Human Resource Director or First Selectman), shall be accorded an opportunity for re-employment prior to new bargaining unit employees being hired in the Parks and Recreation Department, provided such laid-off employees responded to a call to report for work not more than five (5) working days after receipt of notice sent to him/her by registered mail, to his/her last known post office address. If such laid-off employee fails to report for work within fifteen (15) **calendar** days, he/she shall lose all rights of seniority unless he/she is temporarily incapacitated, preventing his/her reporting or is employed elsewhere. In either case, he/she must notify the Town in writing, by registered mail within five (5) **calendar** days after the receipt of the notice to return, that he/she will report for work:
- a) within a reasonable time under the circumstances if temporarily incapacitated;
 - b) within twenty (20) working days of receipt by the Town of the employee's notice of intent to return from other employment.
- 6.3 Positions may be temporarily filled at once by other available qualified employees in the department, as determined by the appropriate authority (department head, supervisor or First Selectman) or by non-bargaining unit employees, pending the return of laid-off employees having seniority who have been notified to report for work as herein above provided.
- 6.4 Seniority rights of a laid-off employee will continue to accumulate while he/she is laid off.

ARTICLE 7
LAYOFF PROCEDURE –
GENERAL GOVERNMENT BUILDINGS DEPARTMENT

- 7.0 In the event of a layoff of a custodian in the General Government Buildings Department, the affected employee in the General Government Buildings Department shall be given at least two (2) weeks notice in writing, and the order of layoffs shall be as follows:
- a) Part-time employees;
 - b) Full-time Probationary Employees (by seniority); and

c) Full-time Employees (by seniority).

- 7.1 If the Town of Branford determines that a layoff is required among full-time custodians in the General Government Buildings Department, said layoff will be in the position, as determined by the Town of Branford. The laid off individual may bump a less senior bargaining unit employee in the General Government Buildings Department in a position in which (s)he is qualified to perform, as determined by the appropriate authority (department head, supervisor, Human Resource Director or First Selectman) in the department where the individual will be assigned. A determination of "not qualified" shall not be made on arbitrary, capricious, or discriminatory grounds. An employee who "bumps" into a position pursuant to this section shall accept the current level of wages and benefits for that position.
- 7.2 Laid-off employees shall be subject to recall in inverse order of layoff for twelve (12) months from the date of layoff. A qualified laid-off employee, as determined by the appropriate authority (department head, supervisor, Human Resource Director or First Selectman), shall be accorded an opportunity for re-employment prior to new bargaining unit employees being hired in the General Government Buildings Department, provided such laid-off employees responded to a call to report for work not more than five (5) working days after receipt of notice sent to him/her by registered mail, to his/her last known post office address. If such laid-off employee fails to report for work within fifteen (15) calendar days, he/she shall lose all rights of seniority unless he/she is temporarily incapacitated, preventing his/her reporting or is employed elsewhere. In either case, he/she must notify the Town in writing, by registered mail within five (5) calendar days after the receipt of the notice to return, that he/she will report for work:
- a) within a reasonable time under the circumstances if temporarily incapacitated;
 - b) within twenty (20) working days of receipt by the Town of the employee's notice of intent to return from other employment.
- 7.3 Positions may be temporarily filled at once by other available qualified employees in the department or outside the bargaining unit, as determined by the appropriate authority (department head, supervisor or First Selectman), pending the return of laid-off employees having seniority who have been notified to report for work as herein above provided.
- 7.4 Seniority rights of a laid-off employee will continue to accumulate while he/she is laid off.

ARTICLE 8

HOURS OF WORK

- 8.0 Regular hours of employment of all employees shall be forty (40) hours per week.
- 8.1 Any hours an employee is required to work beyond forty (40) hours per week shall be compensated at one and one-half (1-1/2) times his/her regular hourly rate of pay.
- 8.2 An assignment of overtime work, other than emergencies, shall be made at least four (4) hours in advance by the employee's supervisor. This section shall not apply to custodians. Assignment of overtime work for custodians shall be made as soon as practical prior to said assignment.
- 8.3 Any hours worked on a Holiday shall be compensated at one and one-half (1-1/2) times his/her regular hourly rate of pay, plus his/her regular Holiday pay with a minimum of three (3) hours.
- 8.4 All overtime work for bargaining unit employees in the Parks and Recreation Department shall be distributed equally among employees as far as practicable by the Director of Parks and Recreation or his designee. Overtime work for custodians in the General Government Buildings Department will be performed at the direction of the First Selectman or his designee.
- 8.5 All full-time employees will not be scheduled to work on a Saturday where the holidays listed in Article 10.0 fall on a Friday or a Monday, with the exception of special events (i.e., Kinney Tournament). The parties agree that part-time employees may be hired by the Town to work on those Saturdays. This section shall not apply to custodians in the General Government Buildings Department.
- 8.6 Employees shall be provided with one (1) fifteen (15) minute paid break each morning at a time designated by the director or his designee. This section shall not apply to custodians in the General Government Buildings Department.
- 8.7 Hours of work for custodians will be assigned by the First Selectman or his designee. Changes in hours of work will be made with two (2) weeks advance notice and will not be made in an arbitrary and capricious manner. The Town will not assign employees to work a split shift unless negotiated with the Union. The parties agree that full-time custodians will first be offered the opportunity to work special event assignments within the General Government Buildings (i.e., the Branford Festival) prior to offering such assignments to part-time employees or volunteers. However, it is understood that the work performed by full-time custodians may be supplemented with part-time bargaining unit employees, part-time non-bargaining unit employees and/or volunteers.

ARTICLE 9
WAGES AND BENEFITS

- 9.0 Wages shall be subject to this Agreement and shall be paid according to the wage scale set forth in Appendix II, which is attached hereto and made a part of the Agreement.

Wages for Parks and Recreation employees and custodians will be modified as follows:

Fiscal Year 2012-13: 0%
Fiscal Year 2013-14: 2.75%
Fiscal Year 2014-15: 2.8%
Fiscal Year 2015-16: 2.9%

To receive retroactive pay, employees must be on the payroll as of the signing of this Agreement.

- 9.1 During the month following sixty (60) calendar days of employment, the Town shall make available to its full-time employees and their dependents Medical and Prescription Drug coverage and Dental coverage (hereinafter referred to as health plan(s)). The medical coverage shall include: Preventive Care, Medical Office Visits, Allergy Service, Diagnostic Lab and X-ray, Rehabilitative Therapy, Hospitalization, Surgery, Emergency and Urgent Care, Home Health Care, Ambulance, Durable Medical Equipment, Skilled Nursing, Prosthetics, Generic and Brand drugs. The dental component of the health plan has a deductible of \$25/\$75 which is applied to all three categories, Diagnostic and Preventive Services, Basic Services and Major Services. Diagnostic and Preventive Services, as well as Basic Services will be covered at 80%. Major Services are covered at 50%. There is a \$1,000 per member maximum per year.

All eligible employees and dependents will have the choice of enrolling in the following medical options: Century Preferred \$25 Co-Pay Plan, or a \$1,500/\$3,000 deductible HSA plan on July 1, 2013. Employees may remain enrolled in the current \$1,250/\$2,500 plan until June 30, 2013 if the \$1,500/\$3,00 deductible HSA plan cannot be implemented by July 1, 2013 in which case the Town's contribution to the \$1,250/\$2,500 HSA plan would remain the same. Once employees can enroll in the \$1,500/\$3,000 HSA plan, the Town will contribute each plan year \$625 to an employee's account with single coverage and \$1,750 to an employee's account with single plus one or family coverage. Employees must be enrolled in the HSA plan for the entire plan year.

The Town of Branford may provide medical and prescription drug benefits, as described above, through alternative carriers or through self-insurance, as long as benefits are provided on a reasonably equivalent basis. All references to specific vendors will be made generic. Employees will be notified of any change in carrier or plan administration 30 days prior to said change or as soon as practicable.

- 9.1a All members of the bargaining unit shall contribute, by authorized payroll deduction, to the premium cost of the health insurance plans, according to the following schedule. Such contributions will be deducted weekly by the Town on a pre-tax basis.

1) Effective July 1, 2013, employees shall contribute the following amounts towards the premium cost of the health insurance plans provided by the Town, by weekly payroll deduction:

Century Preferred \$25 Co-Pay Plan	14%
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HSA	7%
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2) Effective July 1, 2014, employees shall contribute the following amounts towards the premium cost of the health insurance plans provided by the Town, by weekly payroll deduction:

Century Preferred \$25 Co-Pay Plan	15%
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HSA	8%
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3) Effective July 1, 2015, employees shall contribute the following amounts towards the premium cost of the health insurance plans provided by the Town, by weekly payroll deduction:

Century Preferred \$25 Co-Pay Plan	16%
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HSA	9%
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- 9.1b Employees may elect to waive, in writing, the health insurance coverage provided above and in lieu thereof may receive an annual payment from the Town of \$1,000 for waiving coverage for each fiscal year during which the employee continues to elect not to participate in such coverage. Such payment will be issued in equal payments of \$500 in December and June of each fiscal year, and will be subject to normal employment tax withholding and deductions. To receive such payment, an eligible employee must complete and submit a form provided by the Town no later than June 1 of each fiscal year indicating his/her intent not to participate in the Town-provided insurance coverage. Further, such employees must present evidence to the Town that they are covered under another insurance program.

Employees may elect to resume health insurance coverage due to the occurrence of one of the following conditions for which documentation and a request for reinstatement must be submitted to the Human Resource Director in writing:

1. Involuntary termination of the alternative health benefit plan coverage;
2. Ineligibility of the employee and/or dependent(s) under the alternative plan;
3. The employee acquires a new dependent through marriage, birth or adoption and the new dependent is not covered by the alternative plan;
4. Coverage under the alternative plan is substantially reduced or the cost of the plan to the employee substantially increases.

Upon receipt of such request and documentation, insurance coverage provided by the Town shall be reinstated as soon as possible, including waiting periods, which may be prescribed by the applicable plan. Employees who are reinstated to insurance coverage provided by the Town shall reimburse, the Town, by payroll deduction the prorata share of any waiver payment made.

- 9.1c As soon as practicable after ratification and approval of this Agreement, life insurance will be provided to all employees after three (3) months of service in the amount of \$70,000.
- 9.2 The Town and the Union agree to accept the provisions of the Connecticut Municipal Employees Retirement Fund B ("MERF B"). Contributions made by employees to MERF B will be made on a pre-tax basis.

The Town and the Union will enter into a MOA that as soon as legally permissible, the Town and the Union will negotiate the implementation of a defined contribution plan for newly hired employees.

ARTICLE 10

HOLIDAYS

10.0 Employees shall be paid for and have the following days off as Holidays:

President's Day	Veteran's Day
New Year's Day	Memorial Day
Good Friday	Thanksgiving Day
Fourth of July	Day after Thanksgiving Day
Christmas Day	Columbus Day
½ Day Before Christmas	Martin Luther King Day
Labor Day	½ Day Before New Year's Day

ARTICLE 11

VACATIONS

11.0 Employees who have completed one (1) year of regular continuous service on their anniversary date of hire shall be entitled to a vacation of two (2) weeks annually for a total of ten (10) work days.

11.1 Employees who have completed five (5) years of regular continuous service on their anniversary date of hire shall be entitled to a vacation of three (3) weeks annually for a total of fifteen (15) work days. This third week may not be taken on a single day basis, unless permitted by the employee's appropriate supervisor i.e., the Director of the Parks and Recreation Department or his/her designee or the First Selectman or his designee.

Employees who have completed fifteen (15) years of regular continuous service on their anniversary date of hire shall be entitled to a vacation of four (4) weeks annually for a total of twenty (20) work days.

Employees who are entitled to three (3) or more weeks of vacation annually may carry over up to five (5) vacation days per fiscal year up to a maximum of twenty-five (25) vacation days.

- a) For the purpose of computing vacation leave, the calendar month shall be used, except that a person appointed during the first fifteen (15) days of any month shall be considered as having been appointed on the first (1st) day of the month, and those appointed after the fifteenth (15) day of any month as having been appointed on the first (1st) day of the succeeding month. Employees must take all vacation leave earned during the fiscal year following the anniversary date of hire on which it is earned.

- b) Employees who are separated or terminated from the Town and who have accrued vacation to their credit at the time of separation/termination shall be paid the salary equivalent to the accrued vacation leave based on vacation days accrued and prorated according to the months completed in the fiscal year.
- 11.2 Employees shall not be called back to work while on vacation except for emergency work, and if called back, shall receive the regular vacation pay plus time and one-half (1-1/2) for the hours worked.
- 11.3 Employees shall be granted their vacation by seniority preference throughout the year, subject to the demands of service as determined by the employee's appropriate supervisor i.e., the Director of the Parks and Recreation Department or his/her designee or the First Selectman or his designee.
- 11.4 Vacation pay shall be paid in advance if employee requests same of the proper authority. Such request to be made at least two (2) weeks prior to the start of vacation.

ARTICLE 12

LEAVE PROVISIONS

- 12.0 Each employee shall receive one (1) day per month for a total of twelve (12) days sick leave annually. Unused sick leave may be accumulated from year to year up to a maximum of one hundred twenty (120) days. The Town may request a physician's certificate after four (4) consecutive days of illness. Each fiscal year two (2) days of earned sick time may be converted to personal time. Notification must be made, in writing, to the Human Resource Director that said days will be, and have been, used as personal time. Personal time will be granted based upon the operational needs of the department.
- 12.0a If an employee has used three (3) sick days in a thirty (30) day period, the Town may request, in its discretion, a doctor's note from the employee supporting his/her next absence from work. The Town will reimburse the employee for any out of pocket co-pay cost incurred by the employee.
- 12.1 Four (4) days leave with pay shall be granted for death in immediate family. If the burial is out of state, the employee shall receive one (1) additional day. Immediate family shall mean wife, husband, mother, father, step parent, sister, brother, children, grandparents, stepchild, mother-in-law, father-in-law or any person residing in the employee's household. Extended leave may be granted for special cases with the approval of the First Selectman or Human Resources Director.
- 12.2 An employee, upon retirement, shall receive on the basis of his/her current wages, One Hundred Percent (100%) compensation for any of his/her unused sick

leave as severance pay in a lump sum within two (2) months. No employee who quits or is terminated for cause shall be entitled to any sick pay compensation whether accumulated or current. Effective July 1, 1988, any employee hired after July 1, 1988, upon retirement, shall receive on the basis of his/her current wages, One Hundred Percent (100%) compensation for any of his/her unused sick leave, up to a maximum of seventy (70) days as severance pay in a lump sum within two (2) months. Effective July 1, 1996, any employee hired after July 1, 1996, upon retirement, shall receive on the basis of his/her current wages, One Hundred Percent (100%) compensation for any of his/her unused sick leave, up to a maximum of forty (40) days as severance pay in a lump sum within two (2) months. Effective July 1, 1999, any employee hired after July 1, 1999, upon retirement, shall receive on the basis of his/her current wages, a maximum of twenty (20) days as severance pay in a lump sum within two (2) months. Employees hired after the ratification and approval of this Agreement September 11, 2013, shall not be eligible to receive accrued sick days upon **retirement**. No employee who quits or is terminated for cause shall be entitled to any sick leave pay compensation, whether accumulated or current.

- 12.3 Workers' Compensation shall be supplemented by the difference in the employee's regular pay for no longer than a period of nine (9) months over a rolling two (2) year period. In cases where the employee does have a third-party claim, he shall advise the Town Counsel or have his attorney advise the Town Counsel of the status of this third-party claim.
- 12.4 Any employee who is absent from work for a period of nine (9) months over a rolling two (2) year period, for any reason, including but not limited to an absence covered by the Workers' Compensation Act, will be required to submit a note from his/her treating physician stating that (s)he will be able to return to work, without restrictions, within thirty (30) calendar days. If the employee's treating physician states that (s)he will be able to return to work, without restrictions, within thirty (30) calendar days and the Town's doctor concurs with the employee's treating physician, the employee's job will remain open. If, however, the Town's doctor does not concur with the employee's treating physician, the employee's treating physician and the Town's physician will agree upon a physician who will examine the employee to determine if (s)he will be able to return to his/her position, without restrictions, within thirty (30) calendar days. If it is determined that the employee will not be able to return to his/her position within thirty (30) calendar days, his/her employment with the Town will be separated. Further, it is understood that if it is determined at any time during the employee's absence that (s)he, because his/her injury, will never be able to perform the essential functions of his/her position, his/her employment with the Town will be separated.

Nothing shall prohibit an employee whose employment with the Town is separated pursuant to this section from reapplying for a position with the Town in the future.

- 12.5 Leave for family or medical reasons shall be afforded in compliance with applicable federal and/or state law. Failure to return to work after a FMLA leave shall terminate an employee's seniority rights.

ARTICLE 13 **GRIEVANCE PROCEDURE**

- 13.0 The purpose of this procedure is to provide an orderly method of adjusting grievances. Any employee, within the bargaining unit, having a problem concerning the interpretation or application of any provision of this Agreement shall seek adjustment in the Step order listed below. A copy of warnings shall be given to the Chief Steward by the Supervisor.

All disciplinary actions shall be applied in a fair manner and shall not be inconsistent with the infraction for which the disciplinary action is being applied. No employee shall be suspended or discharged until such action is first discussed by the First Selectman or his designee and the Union President.

- 1) Disciplinary actions shall include:
 - a) A verbal warning;
 - b) A written warning;
 - c) Suspension without pay; and
 - d) Discharge.
- 2) All disciplinary action must be for just cause. The level of discipline will depend upon the specific infraction and thus may deviate from the progression set forth above in paragraph 1. Disciplinary action must be stated in writing with the reason for the action; a copy must be provided to the employee and the Union at the time of a suspension or a discharge.

Step 1 – Parks and Recreation Employee to the Director of the Parks and Recreation Department

The employee's immediate Steward shall present to the Director of the Parks and Recreation Department all facts available pertaining to the problem or incident, in writing, within seven (7) calendar days following the time when the grievant became aware of the act, event or condition which constitutes the basis of the grievance.

Within seven (7) calendar days, the Department head shall adjust the problem or notify the employee and/or his/her Representative of his/her decision.

Step 2 – To the Human Resources Director

If the employee and his/her Representative feel further review is necessary, the Union will request, in writing, a meeting with the Human Resources Director

within seven (7) calendar days of the Step 1 response. The Human Resources Director shall, within ten (10) calendar days, call a meeting of all the parties concerned and the Union's Grievance Committee and discuss the problem fully.

Employees of the General Government Buildings Department must initially file a grievance to Step 2 – The Human Resources Director. The grievance must be in writing and set forth all facts available pertaining to the problem or incident and must be filed within seven (7) calendar days following the time when the grievant became aware of the act, event or condition which constitutes the basis of the grievance.

Step 3 – To the First Selectman or his Designated Representative

If the employee and his/her Representative still feel further review is necessary, the Union will request, in writing, a meeting with the First Selectman within seven (7) calendar days of the Step 2 response. The First Selectman shall, within ten (10) calendar days, call a meeting of all the parties concerned and the Union's Grievance Committee and discuss the problem fully.

The First Selectman may render his/her decision in writing, either at the end of the meeting or within seven (7) calendar days after the meeting to the Representative of the Union.

Step 4 – Arbitration

In the event the employee and/or his/her Representative feel that further review is justified, he/she shall file notice of appeal within twenty (20) calendar days to submit the matter to arbitration before the State Board of Arbitration or, if the Union and the Town mutually agree, to the American Arbitration Association; the costs of the American Arbitration Association shall be borne equally by both parties. The Union shall also provide the Director of Human Resources with a copy of the notice of appeal. The decision of the arbitrator(s) shall be final and binding upon both parties. The arbitrators shall not, under any circumstances, have the authority to modify, delete, abridge or suspend in any way the provisions of this Agreement.

Time extensions beyond those stipulated herein may be arrived at by mutual agreement of the parties concerned, in writing.

ARTICLE 14
SAFETY AND HEALTH

- 14.0 Both parties to this Agreement hold themselves responsible for mutual, cooperative enforcement of safety rules and regulations.

The Town is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. The Town will provide employees with protective equipment to be utilized when directed by the director or his designee.

The Town will maintain safety and health practices consistent with legal requirements. If an employee is ever in doubt about how to safely perform a job, it is the employee's responsibility to ask the director or his designee for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to the director or his designee. If an employee is injured, a Report of Accident Form must be completed. Further, a Claim for Workers' Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

- 14.1 Should an employee complain that his/her work requires him/her to be in unsafe or unhealthy situations, in violation of acceptable safety rules, the matter shall be considered immediately by the Representatives of the Town and the Union. If the matter is not adjusted satisfactorily, the grievance may be processed according to the grievance procedure in this Agreement.

ARTICLE 15
PRIOR PRACTICE

- 15.0 Any and all privileges enjoyed by the employees prior to the date of this Agreement will not be denied to them because of the signing of this Agreement, unless the parties, through collective bargaining mutually agree to changes or have specifically waived any of these privileges. This paragraph shall not apply to custodians in the General Government Buildings Department.

ARTICLE 16
CLOTHING ALLOWANCE

- 16.0 Effective July 1, 2008, all full-time Maintenance and Custodial employees shall receive One Hundred Dollars (\$100.00) each fiscal year towards the purchase of work boots. This work boot allowance must be used for work boots that are used on the job and will be paid to an employee upon the submission of his original receipt for the work boots to the Finance Department.

ARTICLE 17
UNION ACTIVITIES

- 17.0 In the event Union officials and Town officials agree to meet on grievance matters, or contract negotiations during an employee's regular working hours, employees involved shall not suffer any loss of pay for the time involved. All other Union meetings or Union business is prohibited during working hours unless approved by the Department Head or his/her designee.

ARTICLE 18
MISCELLANEOUS

- 18.0 Uniforms will be supplied to the maintenance staff in the Parks and Recreation Department and to custodians in the General Government Buildings Department and the cost shall be paid by the Town.
- 18.1 Employees whose job description requires a valid driver's license shall report any suspension of their license to the Town within two (2) working days.
- 18.2 The Town agrees that subcontracting of bargaining unit work will not result in the layoff of bargaining unit members who are on the payroll on July 1, 2003.
- 18.3 Nothing contained in this Agreement shall prohibit the Director of the Parks and Recreation Department or the First Selectman or his designee from hiring part-time custodians. The use of part-time custodians by the Town is not for the purpose of eroding the bargaining unit.
- 18.4 Custodians in the General Government Buildings Department will be provided with transportation between Town buildings, when a Town vehicle is available.

ARTICLE 19
EFFECTIVE DATE

- 19.0 The date of the signing of this Agreement by the authorized Representatives of the Union and the Town shall constitute the effective date of this Agreement.
- 19.1 The Town will provide each employee with a copy of this Agreement within thirty (30) days after the signing of this Agreement. New employees will be provided with a copy of this Agreement at the time of hire. UPSEU's office will be provided with six (6) copies of this Agreement, within thirty (30) days after the signing of this Agreement, for the Town.

This Agreement shall remain in full force and effect for a period from execution through June 30, 2016. Thereafter, this Agreement shall be considered automatically renewed for successive periods of one year, unless either party shall, on or before one hundred twenty (120) days prior to the termination of this Agreement, serve written notice on the other party of a desire to terminate, modify or amend this Agreement

IN WITNESS WHEREOF, the parties hereto have set their hands this 30 day of September, 2013.


FOR THE TOWN OF BRANFORD

FOR UPSEU, LOCAL 010

Kevin Boyle



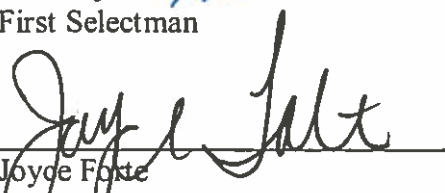
President



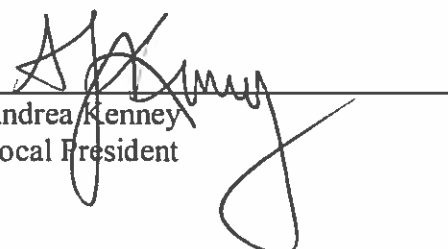
Anthony DaRos
First Selectman



Ron Suraci
Regional Director



Joyce Forte
Director, Human Resources



Andrea Kenney
Local President

APPENDIX I
LONGEVITY PROGRAM

Years of Service

2- 4 Years	\$250
5- 7 Years	\$400
8-9 Years	\$500
Over 10 years	\$650

December 1 in any year shall be used to determine an employee's length of service, and payment under this provision shall be made by the Town during the month of December.

Employees hired after July 1, 2008 will not be eligible to receive longevity payments.

APPENDIX II
WAGE SCALE

Classification	2012- 2013			2013- 2014			2014- 2015			2015- 2016		
	Hourly	Weekly	Annually	Hourly	Weekly	Annually	Hourly	Weekly	Annually	Hourly	Weekly	Annually
Program Supervisor	\$ 24.08	\$ 963.20	\$ 50,081	\$ 24.74	\$ 989.58	\$ 51,458	\$ 25.43	\$ 1,017.29	\$ 52,899	\$ 26.17	\$ 1,046.79	\$ 54,433
Program Coordinator	\$ 22.10	\$ 884.00	\$ 45,960	\$ 22.70	\$ 908.15	\$ 47,224	\$ 23.34	\$ 933.58	\$ 48,546	\$ 24.02	\$ 960.65	\$ 49,954
Lead Maintenance/Supervisor	\$ 22.69	\$ 907.60	\$ 47,187	\$ 23.31	\$ 932.40	\$ 48,465	\$ 23.96	\$ 958.50	\$ 49,842	\$ 24.66	\$ 986.30	\$ 51,288
Maintainer	\$ 19.74	\$ 789.60	\$ 41,055	\$ 20.28	\$ 811.23	\$ 42,184	\$ 20.85	\$ 833.95	\$ 43,365	\$ 21.45	\$ 858.13	\$ 44,623
Program Assistant	\$ 18.21	\$ 728.40	\$ 37,877	\$ 18.71	\$ 748.43	\$ 38,919	\$ 19.23	\$ 769.39	\$ 40,008	\$ 19.79	\$ 791.70	\$ 41,169
Custodian Foreman	\$ 19.27	\$ 770.80	\$ 39,904	\$ 19.71	\$ 788.49	\$ 41,001	\$ 20.26	\$ 810.57	\$ 42,149	\$ 20.85	\$ 834.07	\$ 43,372
Custodian	\$ 16.91	\$ 676.40	\$ 35,169	\$ 17.37	\$ 694.93	\$ 36,136	\$ 17.86	\$ 714.38	\$ 37,148	\$ 18.38	\$ 735.10	\$ 38,225

Town of Branford Parks/Recreation/Custodians **APPENDIX III**

This is a brief summary of the benefits covered under the Lumenos plan. It is not intended to be a complete list of benefits.

Option III: OV \$25; HI Cost Diagnostic \$75; ER \$100; OP \$150 \$500 IP; UC \$75				Option V: \$1,500/\$3,000			
Includes Health Care Reform Mandates Preventive Care covered 100%				LUMENOS HEALTH SAVINGS ACCOUNT			
Century Preferred PPO							
COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:	COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:		
Annual Deductible (individual/2-member family/3+ member family)	Not Applicable	\$400/\$800/\$1,000	Annual Deductible (single/family)	\$1,500 / \$3,000	\$1,500 / \$3,000		
Coinurance			Coinurance			20%	
Coinurance Maximum (individual/2-member family/3+ member family)			Out of Pocket Plan Year Maximum (single/family)			\$4,000/\$8,000	
Cost Share Maximum (deductible + Coinsurance share maximum)			Lifetime Maximum			Unlimited	
Office Visit Copayment	\$25 per visit	Deductible & Coinsurance	PREVENTIVE CARE				
Hospital Copayment	\$500 per admission	Deductible & Coinsurance	Well child care	No cost share		Deductible & Coinsurance	
Urgent Care Copayment	\$75	Not Covered	Adult Physical examinations	No cost share		Deductible & Coinsurance	
Emergency Room Copayment - waived if admitted	\$100		Other Preventive Screenings:				
Outpatient Surgery Copayment	\$150	Deductible & Coinsurance	Routine gynecological care: pap smear & pelvic exam	No cost share		Deductible & Coinsurance	
Lifetime Maximum	Unlimited	Unlimited	Mammography, Prostate, colorectal, colonoscopy, lipid & diabetic	No cost share		Deductible & Coinsurance	
PREVENTIVE CARE			Routine Hearing & Vision screening	No cost share		Deductible & Coinsurance	
Well child care			Immunizations and Vaccinations (other than those needed for travel)	No cost share		Deductible & Coinsurance	
Well Child Care (including immunizations)			HOSPITAL SERVICES				
♦ 6 exams, birth to age 1			All Inpatient Admissions	Deductible		Deductible & Coinsurance	
♦ 6 exams, ages 1 - 5			Specialty Hospital - (Rehab)				
♦ 1 exam every 2 years, ages 6 - 10			100 days per member per Calendar Year -additional visits are available once maximum is met, subject to Out of Network cost shares	Deductible		Deductible & Coinsurance	
♦ 1 exam every year, ages 11 - 21			Outpatient Surgery in a licensed ambulatory surgical center	Deductible		Deductible & Coinsurance	
Adult Exams:			DIAGNOSTIC SERVICES				
♦ STANDARD HCR ADULT PREVENTIVE CARE			Diagnostic lab and x ray	Deductible		Deductible & Coinsurance	
AGE 22+ 1 EXAM PER YEAR			High Cost Diagnostic Tests				
			MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible		Deductible & Coinsurance	

THERAPY SERVICES				Deductible & Coinsurance	Deductible	Deductible & Coinsurance
Outpatient Rehabilitation						
Periodic, routine health examinations	No Copayment	Deductible & Coinsurance	Outpatient Rehabilitation and restorative physical, occupational, speech and chiropractic therapy for up to 50 combined visits per Calendar Year. Additional visits are available once maximum is met, subject to Out of Network cost shares.	Deductible & Coinsurance	Deductible	Deductible & Coinsurance
Routine eye exams (1 exam every 2 years)	\$25 per visit		Allergy Office Visit/Testing			
Routine OB/GYN visits (1 visit per Calendar Year)	No Copayment		Allergy Injections – Immunotherapy or other therapy treatments			
Mammography (1 exam every calendar year)	No Copayment					
Hearing screening	No Copayment					
MEDICAL CARE				MEDICAL EMERGENCY/URGENT CARE SERVICES		
Office visits	\$25 per visit	Deductible & Coinsurance	Emergency Room Treatment Emergency cost share waived if the Member is admitted directly to the Hospital from the emergency room	Deductible & Coinsurance		
Outpatient mental health & substance abuse - prior authorization required after the 4 th visit	\$25 per visit		Ambulance- Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible & Coinsurance		
OB/GYN care	\$25 per visit			Deductible & Coinsurance		
Maternity care - initial visit subject to copayment, no charge thereafter	\$25 per visit			Deductible & Coinsurance		
Diagnostic lab and x-ray	No Charge			Deductible & Coinsurance		
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES				MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES		
High-cost outpatient diagnostic – prior authorization required		Deductible & Coinsurance	Outpatient Treatment for Mental Health Care and Substance Abuse Care	Deductible & Coinsurance		
The following are subject to copay: MRI, MRA, CAT, CTA, PET, SPECT scans	\$75 per visit		Inpatient Hospital Services In a Hospital or Residential Treatment Center for Mental Health Care	Deductible & Coinsurance		
Allergy services	\$25 per visit			Deductible & Coinsurance		
Office visits/testing	\$25 per visit			Deductible & Coinsurance		
Injections---80 visits in 3 years	\$25 per visit			Deductible & Coinsurance		
HOSPITAL CARE – Prior authorization required				HOSPITAL CARE – Prior authorization required		
Semi-private room (General/Medical/Surgical/Intensive)	\$500 per admission			Deductible & Coinsurance		

OTHER MEDICAL SERVICES			OTHER MEDICAL SERVICES	
Inpatient mental health & substance abuse	\$500 per admission		Skilled Nursing Facility	
Skilled nursing facility – up to 120 days per calendar year	\$500 per admission		Up to 120 days per Calendar Year	Deductible
Rehabilitative services – up to 60 days per person per calendar year	No Charge		Private Duty Nursing	Deductible
Outpatient surgery – in a hospital or surgi-center	\$150 per visit		Limited to \$15,000 per Plan Year	Deductible
EMERGENCY CARE			Immunizations and Vaccinations for Travel	Deductible
Walk-in centers	\$25 per visit		Prescription drugs – (when purchased from network pharmacy)	Alter Deductible:
Urgent care – at participating centers only	\$75		Retail Pharmacy:	
Emergency care – copayment waived if admitted	\$150		The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.	Deductible
Ambulance	No Charge			
OTHER HEALTH CARE				
Outpatient rehabilitative services				
50 visit maximum for Chiro. PT, OT and ST per year.	\$25 per visit			
Durable medical equipment / Prosthetic devices	Covered			
Unlimited maximum per calendar year	Covered			
Diabetic supplies & equipment				
Infertility services (State Mandated benefit levels)	Covered			
Home health care	No Charge			
PHARMACY Retail 30 day supply	Mail Order 90 days: 2 times Retail			
Tier 1: Generic Drugs	\$5			
Tier 2: Listed Brand-Name Drugs	\$20			
Tier 3: Non-Listed Brand-Name Drugs	\$35			
Annual Maximum per Calendar Year	\$750			
Rx edits include: age/gender; duplicated therapy; Drug to drug Interaction; Step Therapy; Quantity Limits; Refill too soon				

TOWN OF BRANFORD
Position Description
Program Assistant

Location /Dept	46 Cherry Street Community Center
Reports to:	Director Parks and Recreation, Program Supervisor
Position Status:	Non exempt
Hours:	40
Salary Classification:	
Affiliation:	UPSEU

Position Summary

Assists under the guidance of the Program Supervisor, in planning, organizing, and coordinating the community athletic recreation programs for youth and adults.

Essential Functions and Responsibilities:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

- Develops, organizes promotes and administers athletic programs for youth and adults.
- Prepares schedules for adult and youth athletic activities, registration periods and field maintenance.
- Surveys athletic interests and needs of youth and adults
- Determines material equipment, facilities, supervision and instruction needs for each activity or program and coordinates with other staff members.
- Coordinates sports programs, registers teams, collects fees, assigns practice time, distributes and collect uniforms.
- Secures and schedules use of athletic fields and gymnasiums for practices and games.
- Responds to public inquiries about athletic programs made by telephone, correspondence or during public meetings
- Prepares for publication a variety of brochures, calendars, letters, posters, news releases flyers and related communications regarding athletic programs.
- Assures attendance of adequate pool of support, program and security staff to ensure smooth operations at special events.
- May assist in the recruitment and selection of part time and seasonal staff
- Perform a variety of miscellaneous duties including but not limited to, answering phones, typing correspondence, running errands, picking up supplies needed for activities, making arrangements for rental and use of the Community House and helping set up tables and chairs for classes.

Other Functions:

- Continued Professional Development
- Perform related work as required.
- Assist other department staff as needed to promote a team effort to serve the public

Supervisory Responsibilities:

Supervision scope: Performs administrative and varied and responsible duties requiring a strong knowledge of parks and recreation programming and departmental operating procedures.

Supervision received: Director of Parks & Recreation, Assistant Director Parks & Recreation, Program Supervisor and Program Coordinator.

Supervision given: Generally none. May temporarily supervise part-time recreation staff, special interest instructors, seasonal employees and or volunteers

Minimum Required Qualifications**Education and Experience:**

Graduation from a four-year college or university with a degree in recreation or a closely related field, or one year of comprehensive recreation experience; or an equivalent combination of related education and experience.

Special Requirements:

Valid state drivers license or ability to obtain one
First Aid and CPR Certification

Knowledge, Ability and Skills

Knowledge: Considerable knowledge of special events planning and administration;
Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community events program;

Ability: Ability to develop, coordinate, and direct varied activities involved in a special events program; Ability to establish and maintain effective working relationships with employees, supervisors, vendors, contractors, participants, and the general public;
Ability to communicate effectively orally and in writing.

Skill : in operation of listed tools and equipment;

Tools and Equipment used:

Personal computer, including demonstrated ability in word processing and data base software; calculator; copy and fax machine; telephone including voice mail; mobile or portable radio; motor vehicle; broad range of sports equipment used in recreation programs.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public via telephone or in person.

Requires the operation of telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with contractors, property owners, businesses, Town staff and Town officials. Communication is frequently in person, telephone email and in writing. Work requires a high level of professionalism and high level of patience in dealing with and explaining regulations to the public.

Errors in judgment or omissions could result in delay of services, monetary loss, and legal ramifications.

Physical and Mental Requirements:**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-				
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X	X	
Walking		X	X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving	X			
Other-				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☐ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD
Position Description
Custodian Foreman

Location /Dept	Government Buildings
Reports to:	Lead Tradesman
Position Status:	Non exempt
Hours:	40
Salary Classification:	
Affiliation:	UPSEU

Position Summary/Purpose:

The purpose of this position is perform a variety of skilled and unskilled tasks in the care and maintenance of Town buildings.

Essential Job Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

- Change light bulbs and fluorescent tubes.
- Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.
- Dump trash and garbage cans and reline cans with liners.
- Clean and sanitize restrooms and replenish supplies; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
- Wash windows, walls, metal and woodwork.
- Assist in cleaning sidewalks, gutters and roof
- Pick up litter from around buildings and grounds.
- Perform minor semi-skilled interior building maintenance and repairs.
- Mow grass, rake leaves, prune shrubs and weed planting beds.
- Remove snow and ice from Town building walkways
- Operate a motor vehicle.
- Maintains inventory and dispenses cleaning supplies and paper products for all buildings serviced by the custodial staff.
- Inspect and maintain assigned custodial equipment and small tools for proper operating condition.
- Opens and closes, locks and unlocks facilities as needed.
- Keeps records of work completed.
- Maintain skills and knowledge in the proper and safe techniques of building maintenance.

- Move and set up furniture, pictures, etc. as needed and assigned.
- Move files and file containers as needed.

Other Functions:

- Continued Professional Development
- Perform related work as required.
- Assist other department staff as needed to promote a team effort to serve the public

Supervision:

Supervision Scope: Performs varied duties in the maintenance of Town buildings. Exercises judgment and initiative to accomplish custodial services, works independently and in combination with custodians and other town staff.

Supervision Received: Works under the general direction of the Government Building Lead Tradesman, follows established department general and special orders, rules regulations policies and procedures. Independently maintains records of equipment, repair and scheduled maintenance.

Supervision Given: Custodial Staff

Minimum Required Qualifications

Education and Experience:

Must have a high school diploma or GED with 3-5 years experience in a custodial maintenance environment. A combination of experience and training which demonstrates the knowledge and experience to perform the work.

Special Requirements:

Valid driver's license

Background investigation for Police Department.

Knowledge, Ability and Skill:

Knowledge: to supervise and direct custodians and review quality of work performed. Working knowledge of equipment, materials and supplies used in buildings and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions;

Ability: Ability to work independently and to complete daily activities according to work schedule, to lift heavy objects, walk and stand for long periods of time, to communicate orally and in writing. to use equipment and tools properly and safely. Ability to understand and follow written and oral instructions. Ability to establish effective working relationships with Town employees, department heads and vendors.

Skill: Skilled in the operation of listed tools and equipment.

Tools and Equipment Used

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, push lawn mower, lawn tractor, rake, weed whacker, pruning shears, snow shovel, snow blower and ladder

Job Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet during indoor night shift

Physical and Mental Requirements

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles			X	
Non weather related –extreme heat/cold			X	
Work near moving mechanical parts			X	
Risk of electrical shock				X
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing				X
Stooping, kneeling, crouching, crawling				X
Reaching with hands and arms				X
Tasting or smelling		X		
Bending, pulling, pushing				X

Driving			X	
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Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 30 pounds				X
Up to 50 pounds				X
Up to 75 pounds			X	
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)			X	

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
☒ Distance vision (i.e. clear vision at 20 feet or more)
☒ Color vision (i.e. ability to identify and distinguish colors)
☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
☐ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD
Position Description
Custodian

Location /Dept	Government Buildings
Reports to:	Custodian Foreman
Position Status:	Non exempt
Hours:	40
Salary Classification:	
Affiliation:	UPSEU

Position Summary/Purpose:

The purpose of this position is to perform a variety of skilled and unskilled tasks in the care and maintenance of Town buildings.

Essential Job Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

- Change light bulbs and fluorescent tubes.
- Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes, and buffs floors, carpets, and furniture, etc.
- Dump trash and garbage cans and reline cans with liners.
- Clean and sanitize restrooms and replenish supplies; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.
- Wash windows, walls, metal and woodwork.
- Assist in cleaning sidewalks, gutters and roof
- Pick up litter from around buildings and grounds.
- Perform minor semi-skilled interior building maintenance and repairs.
- Mow grass, rake leaves, prune shrubs and weed planting beds.
- Remove snow and ice from Town building walkways
- May have to operate a motor vehicle.
- Inspect and maintain assigned custodial equipment and small tools for proper operating condition.
- Opens and closes, locks and unlocks facilities as needed.
- Keeps records of work completed.
- Maintain skills and knowledge in the proper and safe techniques of building maintenance.
- Move and set up furniture, pictures, etc. as needed and assigned.
- Move files and file containers as needed.

Other Functions:

- Perform related work as required.
- Assist other department staff as needed to promote a team effort to serve the public

Supervision:

Supervision Scope: Performs varied duties in the maintenance of Town buildings. Exercises judgment and initiative to accomplish custodial services, works independently and in combination with custodians and other town staff.

Supervision Received: Works under the general direction of the Custodian Foreman, follows established department general and special orders, rules regulations policies and procedures. Independently maintains records of equipment, repair and scheduled maintenance.

Supervision Given: none

Minimum Required Qualifications**Education and Experience:**

Must have a high school diploma or GED A combination of experience and training which demonstrates the knowledge and experience to perform the work.

Special Requirements:

Valid driver's license

Background investigation for Police Department.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of equipment, materials and supplies used in buildings and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; some knowledge of first aid and applicable safety precautions;

Ability: Ability to work independently and to complete daily activities according to work schedule, to lift heavy objects, walk and stand for long periods of time, to communicate orally and in writing. to use equipment and tools properly and safely. Ability to understand and follow written and oral instructions

Skill: Skilled in the operation of listed tools and equipment.

Tools and Equipment Used

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting equipment, push lawn mower, lawn tractor, rake, weed whacker, pruning shears, snow shovel, snow blower and ladder

Job Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in and outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

Errors could result in injury to self, other people; liability, delay in services; monetary loss and/or damages to equipment or buildings.

Physical and Mental Requirements**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles			X	
Non weather related –extreme heat/cold			X	
Work near moving mechanical parts			X	
Risk of electrical shock				X
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing				X
Stooping, kneeling, crouching, crawling				X
Reaching with hands and arms				X
Tasting or smelling		X		
Bending, pulling, pushing				X
Driving			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 30 pounds				X
Up to 50 pounds				X
Up to 75 pounds			X	
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)			X	

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
☒ Distance vision (i.e. clear vision at 20 feet or more)
☒ Color vision (i.e. ability to identify and distinguish colors)
☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
☐ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD
Position Description
Program Coordinator

Location /Dept	46 Cherry Street Community Center
Reports to:	Director Parks & Recreation
Position Status:	Non exempt
Hours:	40
Salary Classification:	
Affiliation:	UPSEU

Position Summary/Purpose:

Under the guidance of the assistant recreation director, plans, organizes and coordinates community athletic recreation programs for youth and adults.

Essential Job Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

- Develops, organizes, promotes and administers athletic programs for youth and adults.
- Prepares schedules for adult and youth athletic activities, registration periods, and field maintenance.
- Surveys athletic interests and needs of youth and adults.
- Determines material, equipment, facilities, supervision and instruction needs for each activity or program and coordinates with other staff members.
- Coordinates sports programs, registers teams, collects fees, assigns practice times, distributes and collects uniforms.
- Secures and schedules use of athletic fields and gymnasiums for practices and games
- Responds to public inquiries about athletic programs made by telephone, correspondence, or during public meetings.
- Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding athletic programs.
- Coordinates, schedules and maintains related records and statistics for athletic programs and personnel
- Schedules game and umpires for basketball, soccer, baseball, softball, and other sports activities.
- Schedules and coordinates various tournaments throughout the year for sports such as baseball, softball, soccer, tennis, racquetball and volleyball.
- Performs a variety of miscellaneous duties including, but limited to, answering phone, typing correspondence, running errands, picking up supplies needed for

activities, making arrangements for rental and use of Community House, helping set up tables and chairs for classes.

- Assists in the scheduling of activities at the Community Center
- Promotes interest and provides information regarding recreation programs to community leaders, recreation officials, community service groups, other departments, and the general public.
- Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.
- May assist in the recruitment and selection of part-time and seasonal staff.
- Serves as a member of various employee committees, as assigned.

Other Functions:

- Continued Professional Development
- Perform related work as required.
- Assist other department staff as needed to promote a team effort to serve the public

Supervision:

Supervision scope: Performs varied and responsible duties requiring a strong knowledge of parks and recreation programming and departmental operating procedures.

Supervision received: Program Supervisor, Director of Parks & Recreation

Supervision given: Generally none. May temporarily supervise part-time recreation staff, special interest instructors, seasonal employees and or volunteers

Minimum Required Qualifications

Education Training and Experience

Graduation from a four-year college or university with a degree in recreation or a closely related field, or One year of comprehensive recreation experience; or an equivalent combination of related education and experience.

Special Requirements:

Valid state drivers license or ability to obtain one
First Aid and CPR Certification

Knowledge, Ability and Skills

Knowledge: Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;

Ability: Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors,

community leaders, and the general public; Ability to effectively communicate orally and in writing.

Skill: Skill in operation of listed tools and equipment;

Tools and Equipment used:

Personal computer, including demonstrated ability in word processing and data base software; calculator; copy and fax machine; telephone including voice mail; mobile or portable radio; motor vehicle; broad range of sports equipment used in recreation programs.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public via telephone or in person.

Requires the operation of telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with businesses, youth, Town staff and Town officials. Communication is frequently in person, telephone email and in writing. Work requires a high level of professionalism and high level of patience in dealing with and explaining regulations to the public.

Errors in judgment or omissions could result in delay of services, monetary loss, and legal ramifications.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-				
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X	X	
Walking		X	X	

Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving	X			
Other-				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
☒ Distance vision (i.e. clear vision at 20 feet or more)
☒ Color vision (i.e. ability to identify and distinguish colors)
☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
☐ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
☐ No special vision requirements

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TOWN OF BRANFORD
Position Description
Maintainer

Location /Dept	46 Cherry Street Community Center
Reports to:	Lead Maintainer/Supervisor
Position Status:	Non exempt
Hours:	40
Salary Classification:	
Affiliation:	UPSEU

Position Summary/Purpose:

Purpose of this position is to under the direction of the Director and Maintenance Supervisor perform all tasks and duties that are required for the proper, orderly and effective maintenance of all the department's community centers, buildings, parks, ball diamonds, structures, etc., under the jurisdiction of the Branford Recreation Department.

Essential Job Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical

- Maintains general order and cleanliness of all assigned facilities
- Inspect facility and the surroundings to help insure safe and proper conduct of patrons
- Maintain supplies needed for all restrooms, kitchen, etc.
- Assist in department's special events and programs.
- Assume total routine tasks, including sweeping, scrubbing, dusting and polishing floors, washing walls, windows, cleaning restrooms, walks, fields, and fixtures, perform painting and general repair work at the centers, fields, clean all sidewalks after snow and be responsible for snow removal, etc.
- Assist with the refinishing and preparation of the gym floor and the All Purpose Room, annually.
- Load and unload supplies and materials.
- Keeping all department vehicles and equipment clean and in proper running order
- Cut grass on all department's parks and fields.
- Keep all fields and parks clean, tidy and neat.
- Mark all softball, baseball, football and soccer fields, or other recreation areas necessary for the successful operation of the department.
- Assist with the moving of playground equipment and supplies when needed.
- Assist with the set-up and tearing down of the Town beaches, such as floats, lifeguard stands, etc.

Other Functions

Performs other related duties as may be directed by the Director of Recreation.

Drives recreation van on assigned field trips.

Supervision Scope:

Supervision received: Works under the immediate supervision of the Maintenance Supervisor.

Supervision Given: none

Minimum Required Qualifications:

Education and Experience:

Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

Special Requirements

Valid state driver's license with CDL endorsement.

Knowledge, Ability and Skills:

Knowledge: of equipment, materials and supplies used in building and grounds maintenance; Some knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.

Ability: to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

Skill: in operation of listed tools and equipment

Tools and Equipment Used

Pickup truck and 15 passenger van; lawn and landscaping equipment, including tractors, mowers, airifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement-finishing work; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

Job Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

Physical and Mental Requirements

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles			X	
Non weather related –extreme heat/cold			X	
Work near moving mechanical parts			X	
Risk of electrical shock				X
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing				X
Stooping, kneeling, crouching, crawling				X
Reaching with hands and arms				X
Tasting or smelling		X		
Bending, pulling, pushing				X
Driving			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 30 pounds				X
Up to 50 pounds				X
Up to 75 pounds			X	
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		

Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)			X	

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN OF BRANFORD
Position Description
Program Supervisor

Location /Dept	46 Cherry Street Community Center
Reports to:	Director Parks and Recreation
Position Status:	Non exempt
Hours:	40
Salary Classification:	
Affiliation:	UPSEU

Position Summary

Performs routine and complex administrative work in planning, organizing, coordinating and administering a variety of special community, cultural or other special events programs.

Essential Functions and Responsibilities;

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Coordinates and schedules reservations for use of agency facilities
- Coordinates use of facilities between various groups and agencies.
- Assures attendance of adequate pool of support, program and security staff to ensure smooth operations at special events.

- Determines materials, equipment, facility, supervision or instruction needs for each event and coordinates with other staff members.
- Develops and distributes brochures, flyers, news releases, and other promotional materials for special events.
- Responds to public inquiries about special events made by telephone, correspondence, or during public meetings.
- Maintains records and statistics for programs and personnel.
- Coordinates the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Other Functions:

- Continued Professional Development
- Perform related work as required.
- Assist other department staff as needed to promote a team effort to serve the public

Supervisory Responsibilities:

Supervision scope: Performs administrative and varied and responsible duties requiring a strong knowledge of parks and recreation programming and departmental operating procedures.

Supervision received: Director of Parks & Recreation

Supervision given: Generally none. May temporarily supervise part-time recreation staff, special interest instructors, seasonal employees and or volunteers

Minimum Required Qualifications

Education and Experience:

Graduation from a four-year college or university with a degree in recreation or a closely related field, or One year of comprehensive recreation experience; or an equivalent combination of related education and experience.

Special Requirements:

Valid state drivers license or ability to obtain one
First Aid and CPR Certification

Knowledge, Ability and Skills

Knowledge: Considerable knowledge of special events planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community events program;

Ability: Ability to develop, coordinate, and direct varied activities involved in a special events program; Ability to establish and maintain effective working relationships with employees, supervisors, vendors, contractors, participants, and the general public; Ability to communicate effectively orally and in writing.

Skill : in operation of listed tools and equipment;

Tools and Equipment used:

Personal computer, including demonstrated ability in word processing and data base software; calculator; copy and fax machine; telephone including voice mail; mobile or portable radio; motor vehicle; broad range of sports equipment used in recreation programs.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public via telephone or in person.

Requires the operation of telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with contractors, property owners, businesses, Town staff and Town officials. Communication is frequently in person, telephone email and in writing. Work requires a high level of professionalism and high level of patience in dealing with and explaining regulations to the public.

Errors in judgment or omissions could result in delay of services, monetary loss, and legal ramifications.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-				
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X	X	
Walking		X	X	
Sitting				X
Talking & Hearing				X

Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving	X			
Other-				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☐ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

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TOWN OF BRANFORD
Position Description
Lead Maintenance/Supervisor

Location /Dept	46 Cherry Street Community Center
Reports to:	Director Parks and Recreation
Position Status:	Non exempt
Hours:	40
Salary Classification:	
Affiliation:	UPSEU

Position Summary/Purpose

The purpose of this position is the responsibility to plan, organize, direct and monitor the maintenance of recreation centers, special facility centers, and all other park and recreation buildings, parks, fields and structures, etc. under the jurisdiction of the Branford Recreation Department. Also, coordinate the maintenance and custodial programs with the Director of Recreation to avoid facility-use conflicts.

Essential Job Functions;

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

- Plans and directs the routine and special maintenance and repair of all buildings, parks, ball fields, structures, etc., under the operating responsibility of the department, including the delineation of tasks, methods and time schedules required.
- Coordinates the work schedule of custodians and special crews and that of other subordinates.
- Make field inspections to determine work needs and programs.
- Investigates public and staff complaints pertaining to buildings and structure maintenance.
- Make necessary repairs to department's motors, trucks, mowers, hand and driven, and any other equipment that comes under the control of the Branford Recreation Department.
- Directs the evaluation process of all employees and assumes directional responsibility for on the job training programs for the staff in cooperation with the Director of Recreation.

- Inspect areas of responsibilities for appearance, and safety and evaluates the work of personnel and suggests means of eliminating deficiencies, and improving procedures and techniques.

Other Functions:

- Continued Professional Development
- Perform related work as required.
- Assist other department staff as needed to promote a team effort to serve the public

Supervision:

Supervision received: Works under the immediate supervision of the Director of Parks and Recreation.

Supervision Given: Supervises maintenance workers, assigned community service workers, and temporary employees as required.

Minimum Required Qualifications:

Education Training and Experience: Graduation from high school or GED equivalent, and five years experience in repair and maintenance work, at least two of which have been with a park system, or any equivalent combination of relevant education and experience.

Special Requirements

Valid state driver's License. An Herbicide applicator's license and Commercial Driver's License endorsement are desirable..

Knowledge, Ability and Skills:

Knowledge: Thorough knowledge of equipment, materials and supplies used in building and grounds maintenance: considerable knowledge of equipment and supplies used to do minor repairs: knowledge of first aid and applicable safety precautions.

Ability: the ability to work independently and to complete daily activities according to work schedule; to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions. to understand, follow, and transmit written and oral instructions, and to establish effective working relationships with employees.

Skill: in using listed equipment and tools properly and safely; problem solving and documentation skills: good verbal and written communication skills

Tools and Equipment Used

Pickup truck and 15 passenger van; lawn and landscaping equipment, including tractors, mowers, air purifiers, chain saw, edger, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance,

carpentry, painting, plumbing, electrical, and cement finishing work; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc.

Job Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

Errors could result in injury to self, other people; liability, delay in services; monetary loss and/or damages to equipment or buildings.

Physical and Mental Requirements

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles			X	
Non weather related –extreme heat/cold			X	
Work near moving mechanical parts			X	
Risk of electrical shock				X
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing				X
Stooping, kneeling, crouching, crawling				X
Reaching with hands and arms				X
Tasting or smelling		X		
Bending, pulling, pushing				X
Driving			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 30 pounds				X
Up to 50 pounds				X
Up to 75 pounds			X	
Up to 100 pounds		X		
Over 100 pounds		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)				X
Very Loud (jack hammer work)			X	

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
☒ Distance vision (i.e. clear vision at 20 feet or more)
☒ Color vision (i.e. ability to identify and distinguish colors)
☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
☒ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
☐ No special vision requirements

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